CHANGES & REVISIONS - 1 PBCA WORKING GROUP TRANSITION GUIDEBOOK DATED JULY 2011

The PBCA Working Group Transition Guidebook (hereafter "Guidebook") is applicable to incumbent PBCAs, outgoing PBCAs, incoming PBCAs, and HUD in the 42 States where ACCs are awarded under the NOFA for PBCAs. The Guidebook requires some minor changes and revisions to close-out the ACC as amended by the Second Amendment of Term, Incentive-Based Performance Standards Tasks, and Fees (hereafter "Amended ACC"), effective January 1, 2013 through December 31, 2013, unless extended by HUD. Although the Guidebook is dated July 2011 and many references to 2011 dates are made throughout the Guidebook, the timing of "event items" (page 6) is based on the number of days following commencement of the 90-day transition period which begins October 1, 2013, 90-days prior to the effective date of the ACC.

Since October 1, 2011, PBCAs in the 42 States have not conducted MORs (MOR/FHEO). Most, if not all of these PBCAs provided CAOMs with work-in-progress reports and documents for MORs that were not closed and retained documentation for closed MORs unless requested by the CAOM. There may be exceptions that will require the outgoing and incoming PBCAs and Multifamily Housing staff to coordinate more closely than envisioned in the Guidebook and the comments that follow attempt to ensure that the incoming PBCA has the information and documentation required to perform PBT #1, MORs in the ACC.

If there are additional changes/additions required, revisions to the Guidebook will be published immediately.

CHANGES & REVISIONS TO THE TRANSITION GUIDEBOOK

- 1. ACC Closeout Activities are now for the Amended ACC (delete: as amended) —this means that the eight work-in-progress reports specified on page 5 no longer include MOR/FHEO; physical-inspection follow-up, opt-outs and resident data.
- 2. Reference to the new ACC and Performance Based Tasks (PBT) refer to the ACC under NOFA for the 42 States.
- 3. Incumbent PBCAs/CA refers to all 42 States, except Alaska which was HUD administered.
- 4. Correction (page 7), the File Transfer Checklist (Exhibit 4) begins on page 70 (not page 64) and page 70 is not numbered.

PART II – ACC CLOSEOUT ACTIVITIES

SECTION A – ALL PBCAs (strike ALL, should read - 42 PBCAs)

- 5. IBPS Tasks 12 and 13 are not included in the Amended ACC therefore the requirements related to these Tasks are not applicable.
- 6. IBPS Task 15 (page 12), the third bullet is not applicable.
- 7. The Checklist on page 14 titled "ACC Closeout Activities Part A all PBCAs": Remove the documents related to items 7a, 7e, 7f, and for 71 only, remove MORs but retain current work plans for renewals.

PART II – ACC CLOSEOUT ACTIVITIES

SECTION B - ACC CLOSE-OUT ACTIVITIES-OUTGOING PBCAs ONLY

8. The <u>Timeframe</u> for the MOR error tracking report discussed on page 12 is deleted. As of October 1, 2011, the Error Tracking Log activity was suspended during the amended ACC period.

PART III – TRANSITION FROM INCUMBENT TO NEW PBCA SECTION A: MOR, FHEO AND PHYSICAL INSPECTION FOLLOW-UP OUTGOING PBCA:

- 9. Multifamily Housing staff will be responsible as outgoing CA for MORs and will complete the transfer of MOR documents electronically (using transfer checklists Exhibit 4a, page 70) for the last completed MOR on day 45. Multifamily Housing staff assumed the role and responsibilities of outgoing (CA) for MORs on 10/01/2011.
- 10. For the Incoming (new) PBCA: At least 2 weeks prior to January 1, 2014, the Incoming PBCA will provide the CAOM with a Work Plan for scheduling MORs following the risk-based method, along with their Work Plan for contract renewals and rent adjustments. Reference page 16, the CAOM will review the Work Plan for approval no later than December 31, 2013, one day prior to the effective date of the ACC.

SECTION B: ADJUST RENTS AND HAP CONTRACTS

11. Multifamily Housing staff will be responsible to assume the role and responsibilities of outgoing CA for Owner Opt-outs.

PART VII - EXHIBIT 6 – CERTIFICATIONS (pages 84 and 85)

- 12. Certification of Outgoing PBCA (a): This certification will also be applicable to Multifamily Housing staff as outgoing CA in regards to MOR documents and should be annotated as such. Once the transfer of MOR documents has occurred, the certification should be signed by the CAOM and maintained in the CAOM files.
- 13. Certification of Incoming PBCA (b): The Readiness Review will not be applicable if the Incoming PBCA is also the Incumbent PBCA.

PART I – GLOSSARY OF TERMS

14. PBT should read: Performance-based tasks, tasks in the proposed ACC (strike proposed, should read new) that CAs must perform. There are eight PBT tasks in the proposed ACC (strike proposed, should read new).

OTHER

15. For clarification of the referenced pages, HUD intends to provide the Incoming PBCA with <u>limited</u> access rights to iREMS only on day 30. <u>Full</u> access to iREMS, LOCCS and WASS will be available on Day 85. (*Reference Guidebook pages 22, 23, 28, and 30).